

City of Chattanooga, TN
Personnel Class Specification

Class code 0362

FLSA: Exempt

CLASSIFICATION TITLE: STADIUM MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage operations of city stadiums and athletic facilities, including coordinating use of city facilities, scheduling athletic/sports events, overseeing softball league play and other athletic activities, coordinating facility/grounds maintenance, and performing related administrative work.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews and recommends hiring of new employees.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, the public, and other individuals; initiates any actions necessary to correct deviations or violations.

Manages and supervises operations and maintenance of Jim Frost Stadium, Engel Stadium, Warner Park, and Montague Park; manages city softball league activities and facilitates youth association play on city fields; schedules year-round events for softball and baseball.

Develops policies, procedures, and usage agreements for Frost Stadium, Engel Stadium, Warner Park, and Montague Park; develops policies and procedures for CAS league; recommends usage policies for approval by department administration and City Council.

Assists with preparation and administration of annual budget for assigned area; monitors expenditures for compliance with approved budget; reviews requests for materials/supplies and approves as appropriate.

Identifies potential sources for revenue production; implements advertising projects and other activities associated with revenue production; negotiates revenue-sharing provisions with special event promoters for use of city stadiums, parks, or other facilities.

Recommends fees for use of Frost Stadium, Engel Stadium, Warner Park, and Montague Park; collects income from stadium/park users; ensures proper recording, balancing, and security of money collected from events.

Administers annual sales of preferred seating and reserved seating.

Manages city's baseball and softball sports programs; manages and supervises Chattanooga Amateur Softball (CAS) League, Senior Softball League, and Lawyers Softball League; works with Recreation Department to promote Senior Games in Frost Stadium.

Manages, supervises, and coordinates activities involving Chattanooga Amateur Softball (CAS) league play; oversees activities of umpires and scorekeepers assigned nightly for CAS league play; responds to daily problems, conflicts, or protests associated with CAS league.

Negotiates agreements with sports associations throughout the city.

Manages scheduling of field use for Frost Stadium, Engel Stadium, Warner Park, and Montague Park; responds to requests to schedule use of fields or facilities; assists customers in scheduling events; negotiates contracts and agreements for field/facility use; obtains insurance documentation from organizations using fields/facilities.

Produces and publicizes schedules of stadium/park activities; communicates stadium/park usage schedules to concessionaires.

Coordinates special softball events at Warner and Montague Parks.

Manages game day preparation for special events and tournaments; coordinates arrangements for event promotion, programming, ticketing, scheduling of officials, or other details.

Acts as liaison for UTC Indoor Hitting Facility; schedules maintenance functions for batting facilities.

Monitors and evaluates the activities of concession contractors, making changes as necessary; negotiates contracts with private service contractors.

Directs and supervises park rangers, custodial work, grounds maintenance, and work of crews and private contractors at stadiums and parks; ensures daily playable

condition of all fields at stadiums/parks; initiates resolution of any maintenance problems.

Works closely with county personnel regarding city/county partnership of Engel Stadium.

Promotes a professional image to create demand for the city and its stadium/park facilities; promotes use of city facilities for SEC tournaments, TSSAA events, College World Series, Olympic games, national tournaments, or other events.

Provides local newspaper and the public with information regarding city programs, events, activities, schedules, or other pertinent information.

Coordinates with outside associations regarding hosting/conducting of athletic activities; coordinates city tournaments for youth who may never have a chance to play in a stadium setting.

Serves as representative or liaison for the department/city with outside organizations; acts as the city's representative to all youth associations; serves as negotiator and liaison at national conventions to draw national tournaments; represents the city at annual conventions of youth and senior associations as needed.

Performs administrative functions; approves invoices for payment; prepares, processes, and submits all relevant financial and personnel documentation; prepares, processes and submits daily timesheets, absentee forms, and late forms for division employees and CAS league officials; maintains petty cash fund used for payment to sports officials or for other purposes.

Prepares or completes various forms, reports, correspondence, monthly objective reports, confirmation letters, schedules, event records, newspaper copy, usage agreements, leave forms, attendance records, purchase requisitions, purchase orders, budget documents, capital requests, performance appraisals, spreadsheets, flyers, banners, or other documents.

Receives various forms, reports, correspondence, payments, invoices, petty cash checks, timesheets, insurance documentation, schedules, proposals, contracts, usage agreements, job applications, budget reports, policies, procedures, rule books, catalogs, architectural drawings, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, desktop publishing, event scheduling, or other software programs.

Operates a variety of equipment and tools associated with projects/activities, which may include a utility vehicle, athletic equipment, mowing equipment, pruning tools, mechanic tools, hand tools, copy machine, facsimile machine, printer, calculator, telephone, or two-way radio.

Monitors inventory of equipment, vehicles, materials, and supplies for Frost Stadium, Engel Stadium, Warner Park, and Montague Park; ensures availability of adequate materials to conduct projects and work activities; initiates orders for new/replacement items.

Oversees mechanical repair and maintenance repair of grounds maintenance equipment, athletic equipment, and other equipment assigned to the unit.

Communicates with supervisor, employees, other divisions/departments, city officials, contractors, vendors, concessionaires, suppliers, athletic associations, youth associations, college/school officials, community organizations, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings as needed.

Responds to complaints and questions related to department operations or activities; provides information, researches problems, and initiates problem resolution.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Responds to after-hours calls relating to Frost Stadium, Engel Stadium, Warner Park, or Montague Park; responds to calls regarding unlocked doors, tripped alarms, or other problems.

Performs general clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, or filing documentation.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Sports Management, Facility Management, or closely related field; supplemented by two (2) years previous experience and/or training involving progressively responsible athletic facility management, facility maintenance, turf management, event coordination, program coordination, budgeting, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification,

and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature extremes, machinery, traffic hazards, bright/dim light, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: July, 2000